

Curriculum Vitae

Sandy Jean Daccache

Lebanon– Baabda– Betchay

Municipality Street – Daccache Building – 1st floor

Date of Birth: 16th July 1995

Nationality: Lebanese

Marital status: Single

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Objective :

To use my ability to work both independently and in a team environment. And to obtain a position where I can maximize my organizational and interpersonal skills and knowledge which will contribute my years of experience that will allow me to grow personally and professionally.

Education:

- 2019

Antonine University - Baabda

Business Administration-Marketing and Management

- 2013

Ecole des Soeurs de la Charite de Besancon – Baabda

Official Degree in Sociology and Economy

Work Experience

Bou khalil Supermaket

- Cashier

November 1, 2013 till July 31 2014

Relish SPA

- Assistant manager

My Responsibilities:

- Greeting customers and responding to inquiries and complaints.
- Supervising staff
- Ensuring compliance with relevant health and safety codes
- Ordering supplies and doing the inventory of products.
- Handling marketing activities.
- Planning and directing spa services and programs.
- Training staff in the use and sale of products, programs and activities.
- Assessing employee performance and suggest ways to improve work.
- Checking spa equipment to ensure proper functioning.
- Coordinating facility schedules to maximize usage and efficiency.
- Establishing spa budgets and financial goals.
- Monitoring operations to ensure compliance with applicable health, safety standards.
- Performing accounting duties, such as recording daily cash flow.

- Maintaining client databases.
- Selling products, services and memberships.
- Informing staff of job responsibilities, performance expectations, client service standards and corporate policies and guidelines.

October 1, 2014 till September 30, 2015

Operators Facility Management

- Administrative Assistant
- Facilities Coordinator at Damac Tower
 - scheduling preventative maintenance
 - Responding to urgent maintenance calls and participates in the creation of emergency preparedness plans.
 - Ordering required tools for the maintenance team
 - Creating service request
 - Preparing snags reports
 - Coordinating between the building and the company

October 1, 2015 till May 12, 2017

DAMAC Properties

- Sales Administrator in DAMAC Tower Beirut Interiors by Versace Home
May 15, 2017 and ongoing

- Office utilities order
- Receiving all VIP clients contact details and dispatching them to sales team
- Courier and communications
- Handling all communications between head office in Dubai and sales office in Lebanon
- Handling Petty Cash for office and show flat purchases
- Business Development: Preparing for international road shows in coordination with the Marketing department and making calls to International agents in order to expand.
- Assisting the sales team
- Coordination with facilities management department
- Furnishing show flats units

- Preparing sales events in Lebanon.
- Sending weekly reports for senior vice president regarding the meetings, Pipelines , agents .
- Head hunting new skilled people for recruitment

Training

- 2016 , **ISO certification** ,
- March, 2014 , **WYDNER COACHES** , Front liners

Languages

Fluent in spoken and written English, Arabic and French

Computer Skills

- Internet browsing
- Microsoft Word
- Excel
- Maximo
- Pims
- Sales Force

Other Skills

- Analytical skills
- Creative thinking skills
- Critical thinking skills
- Employability skills
- Interpersonal skills
- Marketing skills
- Organizational skills
- Flexibility and Team spirit
- Problem solving and decision making skills
- Time management skills
- Ability to handle stress and work independently
- Conceptual skills Ability
- Flexibility and Team spirit
- Good communication skills

Hobbies:

- Sports
- Swimming
- Reading
- Camping- Member of Scout du Liban
- Meeting new friends
- Exploring new places